

Dear PCA Parents,

We are excited to announce that student locker items have been bagged and will be ready for drive-thru pick up beginning May 19<sup>th</sup>. **We ask that you drive-thru campus to pick up your child(ren)'s items at some point during the one hour time slot listed below.**

If you cannot come at this time, there are two flexible evening times on 5/19 and 5/20 from 5.00pm-7.30pm to accommodate you.

Pick up times are as follows:

Last Name Begins With Letter	Date	Time
A	May 19 <sup>th</sup> 2020	8.00am
B	May 19 <sup>th</sup> 2020	9.00am
C	May 19 <sup>th</sup> 2020	10.00am
D & E	May 19 <sup>th</sup> 2020	11.00am
F & G	May 19 <sup>th</sup> 2020	12.00pm
H	May 19 <sup>th</sup> 2020	2.00pm
I, J, K	May 19 <sup>th</sup> 2020	3.00pm
FLEX TIME	May 19 <sup>th</sup> 2020	5.00pm-7.30pm
L	May 20 <sup>th</sup> 2020	8.00am
M	May 20 <sup>th</sup> 2020	9.00am
N, O, P	May 20 <sup>th</sup> 2020	10.00am
Q & R	May 20 <sup>th</sup> 2020	11.00am
S	May 20 <sup>th</sup> 2020	12.00pm
T, U, V	May 20 <sup>th</sup> 2020	2.00pm
W, X, Y, Z	May 20 <sup>th</sup> 2020	3.00pm
FLEX TIME	May 20 <sup>th</sup> 2020	5.00pm-7.30pm

\*If you have children with different last names you can pick up during either time slot.

\*\*Medicine pick-up will also be available.

#### **Process to Follow For Drive-Thru Pick Up:**

1. Follow the normal route towards the parking lot area.
2. Enter the road that leads to the lower school playground area, at the back of the school, to the cafeteria.
3. Please remain in your car and a staff member will greet you to get your information.
4. Pop the trunk/hatch to have items placed in the car.
  - a. If popping/hatch is NOT possible, bags will be placed by the driver's side door, for parent retrieval.
  - b. Parents should ONLY get out of the car once the staff person is 6 ft away from the car.
  - c. We ask all parents getting out of cars to wear masks.
5. For your health and safety, staff will be wearing masks and gloves when placing items in your vehicle.
6. We ask that all parents and children follow the guidelines of the Delaware State of Emergency and CDC when coming to campus.



Should you need any assistance, please contact [Joanna.Zachos@PCA.k12.de.us](mailto:Joanna.Zachos@PCA.k12.de.us).

Denise Stouffer